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## GENERAL ADMINISTRATION DEPARTMENT

### NOTIFICATION

The 30th April 2012

No. 10069—GAD-FE-OSSC-0004/2012-Gen.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of all the Notifications/Resolutions/Orders/Instructions; except as respects things done or action taken before such supersession, the Governor of Odisha is pleased to make the following rules to regulate the method of recruitment to all the Group 'C' civil posts and services under the different District Offices under the State Government, namely :—

**1. Short title and Commencement**—(1) These rules may be called the Odisha Subordinate Staff Selection Commission (District Cadre) Rules, 2012.

(2) They shall come into force on the date of their publication in the *Odisha Gazettee*.

**2. Definitions**—In these rules, unless the context otherwise requires,—

- (a) “Collector” means the Collector of the District ;
- (b) “Commission” means the Subordinate Staff Selection Commission constituted under Rule 3 ;
- (c) “Departments of Government” means the Departments specified in the First Schedule appended to the Odisha Government Rules of Business ;
- (d) “District Superintendent” means the Additional District Magistrate in charge of the District Establishment of a district ;
- (e) “Government” means Government of Odisha ;
- (f) “Heads of Department” means the Heads of Department as specified in Appendix-III appended to the Odisha Service Code ;
- (g) “Persons with Disabilities” means persons who have been granted with disability certificates by competent authority as per the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Right, and Full Participation) Odisha Rules, 2003 ;
- (h) “Schedule” means the Schedule appended to these rules ;

- (i) "Schedule Castes and Scheduled Tribes" shall have reference to the Scheduled Castes and Scheduled Tribes specified in the Constitution (Scheduled Castes) Order, 1950 and the Constitution (Scheduled Tribe) Order, 1950, as the case may be, made under Articles 341 and 342 of the Constitution of India, respectively and as amended from time to time ;
  - (j) "Socially and Educationally Backward Classes" means the Socially and Educationally Backward Classes of citizens as referred to in Clause (e) of Section 2 of the Odisha Reservation of Posts and Services (for Socially and Educationally Backward Classes) Act, 2008 ;
  - (k) "Secretary" means the Secretary of the Commission ;
  - (l) "Sportsmen" means persons who have been issued with identity card as sportsmen by the Director, Sports as per Resolution No. 24808-Gen., dated the 18th November 1985 of General Administration Department ;
  - (m) "State" means the State of Odisha ;
  - (n) "Superintendent" means the Sub-Collector of a Revenue Subdivision ; and
  - (o) "Year" means a calendar year.
- (2) All other words and expressions used in these rules but not specifically defined shall, unless the context otherwise requires, have the same meaning as respectively assigned to them in the Odisha Service Code.

**3. Constitution of Subordinate Staff Selection Commission & its function—**(1) There shall be a Subordinate Staff Selection Commission in the State.

- (2) The Headquarters of the Commission shall be located at Bhubaneswar.
- (3) The Commission shall consist of a Chairman and two Members to be appointed by Government.
- (4) There shall be a Secretary and such other staff appointed by Government to assist the Commission in its day to day functioning.
- (5) The Chairman and Member of the Commission shall not be below such rank as may be determined by the Government from time to time.
- (6) The Commission shall function under the administrative control of the General Administration Department.
- (7) The Chairman of the Commission shall exercise all the administrative and financial powers vested in Heads of Department and the Secretary shall function as the Head of office.
- (8) The Commission shall conduct the recruitment examination for Group 'C' Civil posts and services under the State Government as mentioned in Rule 4 and ensure the declaration of the results of the said examinations.
- (9) The Commission shall formulate a set of regulations to regulate the manner for conducting recruitment examinations.
- (10) The Chairman shall nominate expert (s) in particular discipline/trade for each selection wherever necessary from among the State Government Officers, Professors of

Universities of the State or academicians or Officers of Government of India or of other States or of public sector undertakings whether in service or retired and from among other eminent persons having specialized knowledge in the particular discipline/trade.

- (11) The Secretary shall be responsible for carrying out the entire process of conducting the recruitment examinations including appointment of the question setters/examiners, obtaining question papers, keeping them in safe custody, ensuring the identity of the candidates, timely supply of question papers to the different centers, proper invigilation, safe custody of answer books, tabulation of marks obtained by the candidates in such examinations and publishing the results under the supervision of the Chairman.

**4. Direct recruitment**—The Government by appropriate Notification shall specify those Group ‘C’ Civil posts and services of District Offices for the purpose of direct recruitment through competitive examination to be conducted by the Commission.

**5. Reservations of vacancies**—There shall be reservation of vacancies for—

- (a) Scheduled Castes and Scheduled Tribes candidates in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder ;
- (b) The candidates belonging to Socially and Educationally Backward Classes shall be made in accordance with the provisions of the Odisha Reservation of Posts and Services (for Socially and Educationally Backward Classes) Act, 2008; and
- (c) Women, Sportsmen, Ex-servicemen and Persons with Disabilities shall be made in accordance with the provisions made under such rules, orders or instructions issued in this behalf by the Government from time to time.

**6. Intimation to the Commission**—The Collectors shall every year in the month of January intimate the Commission the number of vacancies including those anticipated in course of the year in Form ‘A’ as given in the Schedule I in respect of different Group ‘C’ posts in different offices within the district indicating the vacancies to be reserved for different categories as specified under Rule 5.

**7. Advertisement of vacancies**—On receipt of intimation of vacancies under Rule 6, the Secretary in consultation with the Chairman shall issue advertisement in the leading local newspapers and Government Website inviting applications from eligible candidates for appearing in the competitive recruitment examination.

NOTE—The application for the competitive examination may be in such form as may be decided by the Commission.

**8. Eligibility of candidates**—(1) A candidate in order to be eligible for recruitment must have to satisfy the following conditions :—

- (a) Be a citizen of India ;
- (b) Unless otherwise expressly provided in the relevant recruitment rules, regulations, instructions and orders in force, the minimum age limit shall not be less than 21 (twenty-one) years and the upper age limit shall not be more than 32 (thirty-two) years :

Provided that the upper age limit in respect of reserved categories of candidates referred to in Rule 5 shall be relaxed in accordance with the provisions of the Odisha

Civil Service (Fixation of Upper Age Limit) Rules, 1989, Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975, Odisha Reservation of Posts and Services (for Socially and Educationally Backward Classes) Act, 2008 as the case may be ;

(c) Minimum Educational Qualification :

- (i) posses the minimum educational qualification prescribed in the relevant recruitment rules, regulations, instructions or orders regulating method of recruitment and conditions of service to the post applied for ;
- (ii) possess the required physical standard, basic computer skill or any other technical qualification in respect of the service or post specified under the provisions of the relevant recruitment rules, regulations, instructions or orders.

(d) Be able to read, write and speak Odia fluently :

- (i) have passed in Odia as language subject in the final examination of Class VII from a school or educational institution recognized by the Government of Odisha or the Central Government ;
- (ii) have passed Matriculation or equivalent examination ;
- (iii) have passed an examination in Odia language equivalent to that of Middle English School Standard ;
- (iv) have a test in Odia in Middle English School Standard ;

(e) have not more than one spouse living :

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law or custom applicable to such person exempt any person from the operation of this rule ;

- (f) be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service. A candidate, who after such medical examination, as the Government may prescribe, is not found to satisfy these requirements shall not be appointed to the service ;
- (2) fulfill any other special conditions as may be specified under relevant recruitment rules or instructions.

**9. Admission of the candidate to the examination**—The decision of the Chairman as to the eligibility or otherwise of a candidate for admission to any examination shall be final.

**10. Examination fees and remuneration to examiners**—(1) No application for admission to any examination shall be considered unless it is accompanied by a Treasury Challan or Bank Draft from any Nationalised Bank showing payment in the Government Treasury, the examination fees as specified in the advertisement :

Provided that the candidates belonging to Scheduled Castes, Scheduled Tribes and Persons with Disabilities shall not pay any such examination fee.

- (2) No claim for refund of fees shall be entertained in any circumstances.
- (3) The Commission shall decide the rates of remuneration payable to different examiners/ staff/officers/invigilators engaged in connection with the examination.

**11. Competitive examination**—(1) Competitive Examination shall be held at District Headquarters or other centers in the District to be announced by the Commission considering the number of the candidates appearing for the examination.

- (2) The Commission may fix up such centers at district or Subdivisional Headquarters, if necessary, in consultation with the Collector. The date, time and place for the examination shall be intimated to the candidates at least one month before the examination and the same shall be published sufficiently ahead in two leading local Newspapers.

**12. Arrangements for and conduct of the examination**—(1) The District Superintendent or the Superintendent, as the case may be, shall conduct the written examination under guidance and direction of the Commission.

- (2) The District Superintendent shall in consultation with the Commission appoint as many Deputy Superintendents as required from amongst the Officers under his jurisdiction in order to ensure smooth conduct of the written examination in the district.
- (3) The District Superintendent and the Superintendent shall have power for requisitioning the local educational building or the buildings belonging to the State Government/Public Sector Undertakings or the like for the purpose of conducting the examination.
- (4) The examination shall be held preferably on any public holidays so that the education of the students does not suffer.
- (5) The District Superintendent shall have power to appoint required number of invigilators from among the Group-B or responsible Group 'C' officers under his jurisdiction.
- (6) The District Superintendent or the Superintendent, as the case may be, shall make necessary sitting arrangements for the candidates admitted for the examination.
- (7) The District Superintendent/Superintendent shall have the power to recommend any penalty under Rule 18 to the Commission and orders of the Commission in this respect shall be final.
- (8) The District Superintendent/Superintendent shall ensure safe custody and despatch of all confidential matters relating to the examination.
- (9) Whenever necessary the District Superintendent/Superintendent may seek advice of the Collector and the Collector may give instructions in the interest of impartiality and fair play in conducting the examination.
- (10) Setting of questions and evaluation of answer papers shall be done centrally.
- (11) Invigilators and Supervisors of the written examination shall be appointed from outside the Subdivisions as far as practicable.

**13. Plan of Examination**—The Commission shall conduct the recruitment examination as per the syllabus and the pattern of examination prescribed in the relevant recruitment rules, regulations, instructions or orders in force :

Provided that in respect of services or posts for which syllabus and pattern of examination has not been prescribed, the Commission shall decide the same in consultation with the concerned Department of Government. However, while fixing up the marks for the oral test/interview/personality

test, the Commission and the concerned Department shall ensure that the marks allotted to such oral test/interview/personality test shall not exceed 12.5% of the total marks allotted for written examination.

**14. Guidelines for selection of candidates**—The following guidelines shall be followed in conducting recruitment to various posts and services by the Commission, namely :—

- (i) there shall be a written test for every category of recruitment ;
- (ii) in addition to the written test *viva voce* test may be conducted by Commission if it is satisfied that such test is necessary to select candidates for the post for which examination is held ;
- (iii) method of central evaluation of answer papers shall be such as may be decided by the Commission ;
- (iv) If two or more candidates have obtained equal marks in the aggregate, the order of merit shall be determined in accordance with the marks secured by such candidates in their respective academic career and if the marks thus secured are also equal then the merit shall be decided according to their seniority in age ; and
- (v) any other standards and syllabus prescribed by the Government, if any, for any particular post from time to time shall be adopted.

**15. Select list and its validity**—(1) The Commission shall prepare a districtwise select list of the successful candidates in order of merit on the basis of the recruitment examination which shall be equal to the number of vacancies for which requisitions are received.

- (2) The select list shall be published in the noticeboard of the Commission, in two leading local newspapers, Government Website, noticeboard of concerned Collector and Sub-Collector.
- (3) The select list for each recruitment examination shall be valid for one year from the date of its publication or till the publication of the result of the next recruitment examination, whichever is earlier.

**16. Forwarding of select list and seniority**—(1) The Commission shall forward the select list to the Collector.

- (2) Orders of appointment shall be issued by the appointing authorities concerned.
- (3) Appointment shall be made in the order, the names of the persons appear in the Select list.
- (4) The *inter se* seniority of persons appointed in a particular year shall be in the order in which their names appear in the select list.

**17. Relaxation**—Where the Government are of opinion that it is necessary or expedient so to do, they may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of persons in public interest.

**18. Penalty**—A candidate who is or has been, declared by the Commission to be guilty of —

- (i) obtaining support for his candidature by any means ; or
- (ii) impersonation ; or

- (iii) procuring impersonation by any person ; or
  - (iv) submitting fabricated documents or documents which have been tampered with ; or
  - (v) making statements which are incorrect or false or suppressing material information ; or
  - (vi) resorting to any other irregular or improper means in connection with his candidature for the examination ; or
  - (vii) adopting unfair means during the examination ; or
  - (viii) writing obscene language or pornographic matter in the scripts ; or
  - (ix) misbehaving with the fellow examiners or the invigilators in any manner in the examination hall ; or
  - (x) harassing or causing bodily harm to the staff employed/engaged by the Commission for the conduct of the examination ; or
  - (xi) violating any of the instructions contained in the admission certificates ; or
  - (xii) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses ; shall be liable—
    - (a) to be disqualified by the Commission from the examination for which he/she is a candidate ; or
    - (b) to be debarred, either permanently or for a specified period —
      - (i) by the Commission, from appearing in any examination or selection held by them ; or
      - (ii) by the State Government, from entering to any employment under them ; or
    - (c) if he is already in service under Government, to disciplinary action under the appropriate rules :
- Provided that no penalty under this rule shall be imposed except after—
- (i) giving the candidate an opportunity of making such representation to the Commission or Government, as the case may be, in writing as he/she may wish to make in that behalf ; and
  - (ii) taking into consideration the representation, if any, submitted by the candidate within the period allowed to him/her by the Commission or the Government, as the case may be.

**19. Overriding effect**—Save as otherwise provided, the provisions of these rules shall have overriding effect on the provision of other recruitment rules regulating direct recruitment to the Group-C Civil Posts and services constituting District cadre.

**20. Interpretation**—If any question arises relating to the interpretation of these rules, it shall be referred to Government, whose decision thereon shall be final.

By order of the Governor

U. N. BEHERA

Special Secretary to Government

(Name of the District .....)

1. Name of the Post :
2. Number of vacancies already existing :
3. Number of expected vacancies likely to occur during the year :
4. Total number of vacancies (2+3) :
5. Number of permanent vacancies :
6. Number of temporary vacancies likely to continue on permanent basis :
7. Number of purely temporary vacancies :
8. Number of vacancies reserved for—
  - (a) Scheduled Castes
  - (b) Scheduled Tribes
  - (c) Physically Handicapped
  - (d) Ex-Servicemen
  - (e) Sportsmen
  - (f) Women
9. Special provision provided under the relevant recruitment rules or instructions, if any :
10. Any other information, if any :